

www.gsa.gov/vehiclestandards
www.gsa.gov/automotive
www.autochoice.gsa.gov

Helpful links:

For additional guidance, contact us at
(703) 605-CARS (2277) or at vehicle.buying@gsa.gov

Smarter Solutions



U.S. General Services Administration

Automotive Vehicle Assistance Guide



Vehicle Delivery Procedures

Dealerships receive dealer-prep payment and delivery paperwork from the GSA vendor. GSA vehicle contract price includes a dealer-prep fee.

You are not required to pay any fees to the dealership. If you experience difficulty concerning the release of your vehicle from the dealership, please contact GSA Automotive at (703) 605-CARS (2277). There are no license plates or Certificates of Origin (COVs) provided by the dealership for government vehicles. You must bring these items with you when picking up your vehicle. Review/inspect the vehicle completely to ensure ordered options are included and there is no damage to the vehicle. Compare the Vehicle Identification Number (VIN) on your vehicle to the COV or a copy of the Motor Vehicle Delivery Order to verify it's your vehicle. Vehicle delivered to your facility (CNS option) cannot be taken to a dealership to be prepped.

AutoChoice Offerings

AutoChoice, the GSA Automotive's state-of-the-art online vehicle ordering system, is limited to federal government executive agencies and other eligible users, and can be accessed at **www.autochoice.gsa.gov**.

The first time you access AutoChoice you will need to register as a new user. You will be prompted for your agency and bureau codes. If you do not know these codes contact GSA Automotive at (703) 605-CARS (2277). You can choose vehicle makes and models, compare prices and equipment options, order, check vehicle order status, link to the Federal Vehicle Standards and identify available Alternative Fuel Vehicles (AFVs), all through AutoChoice.



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